

Husterhoeh Kaserne, GE

TRAINING OPPORTUNITY

COURSE TITLE	WIDE AREA WORKFLOW (WAWF)
TRAINING LOCATION	Bldg # 4133, 66953 Pirmasens
DATES	<p>Husterhoeh Kaserne, GE 5/14/2007 View Only</p> <p>Husterhoeh Kaserne, GE 5/15/2007 Inspector/Acceptor</p> <p>Husterhoeh Kaserne, GE 5/16/2007 Inspector/Acceptor</p> <p>Specific class start and end times will be emailed to you when you are confirmed for your class.</p>
COURSE DESCRIPTION	<p>The 4-hour "View Only" course is geared towards Managers, Supervisors, Resource Management (FM/RM) and Contracting Personnel that requires oversight of payments made on Army contracts.</p> <p>The 8-hour "Inspector Acceptor" course is for personnel who actively create receiving reports, or approve vendor prepared documents submitted to them by a vendor.</p> <p>These are suggested course attendance descriptions. Personnel need only to attend one class, but may attend any or both of the courses if they desire.</p>
COST	\$ No Cost

WHAT IS WAWF?

Wide Area Work Flow (WAWF) is a DoD-wide application designed to eliminate paper from the invoice, receipt and acceptance process in payment process on Army contracts. The goal is to enable Defense contractors and DoD personnel the ability to create/approve invoices, receiving reports for payment against Army contracts.

The use of WAWF eliminates the traditional business method requiring three paper documents to make a vendor payment - the contract, the receiving report and the invoice that are in paper today are converted in WAWF to electronic documents. These documents are created once and then shared, by all users in WAWF thus eliminating

manual paper routing, and redundant data entry. Data accuracy is increased and the risk of losing a document is greatly reduced.

WHO SHOULD ATTEND/PREREQUISITES

Inspectors, receivers, acceptors, and any personnel that create/approve and fax paper DD250 receiving reports against Army contracts and send them to DFAS. Logistics, contracting, and or resource management personnel need to attend this training.

METHOD OF INSTRUCTION

Hands on at computer terminal

HOW TO REGISTER FOR A CLASSROOM SEAT

1) For anyone not part of USAMMCE, they must provide a memorandum signed by their commander or security manager with their name, SSN, and unit, stating they have a favorable background investigation. Fax or email the memorandum to the POC below:

**John Biles
USAMMCE Security Manager
DSN 495-6550
FAX: DSN 495-6670, Civ 06331-86-6670
Email: John.Biles@amedd.army.mil**

2) Please go to the following web address and complete the online registration form.

<https://ca.dtic.mil/dfas/dfas4dod/wawfarmytraining.htm> (You may need to copy and paste the entire URL into to address line)

3) You will receive a confirmation email when you are confirmed to attend the class you registered for. If the class has reached capacity, you will receive an email identifying alternate training days.

If you require assistance completing the class registration form or have any questions concerning the training, please contact the WAWF Army Helpdesk. Available 1230 to 1800 hrs (Local time)

Phone 1-866-598-3560, DSN 312-869-0290

Email: cco-ec-army-wawf-helpdesk@dfas.mil

Although registering in WAWF is not required to attend training, see below for registration information.

DD2875 is required to be attached to your registration in WAWF;
<https://wawf.eb.mil>. Attached is a sample DD2875. Please contact your local Group Administrator (GAM) for registration procedures.